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MEMORANDUM FOR: Deputy Director of Central Intelligence
Deputy Director (Plans)
Deputy Director (Administration)
Deputy Director (Intelligence)
Director of Training
Assistant Director (Communications)

SUBJECT : Administrative Support.

REFERENCES : (a) Memo dtd 9 Jan 52 fr DCI to D/DCI, DD/P, DD/A, AD/PC, and AD/SO re principles governing administrative support for OSO and OPC within CIA.
(b) Memo dtd 15 Jul 52 fr DCI to D/DCI, DD/P, DD/A, DD/I, Dir of Trg, and AD/C, sub: "Organization of CIA Clandestine Services."

1. The general principles governing administrative support for the Offices of Special Operations and Policy Coordination which were outlined in my memorandum of 9 January, reference (a), were not altered by my subsequent memorandum of 15 July, reference (b). These principles are fully applicable to the present clandestine services organization and are repeated below for the information and guidance of all concerned:

The central administrative organization will not be extended separately and in parallel to the operational command system.

Officers responsible for operations will, so far as our resources permit, be allocated personnel, funds, and materiel adequate for the performance of the missions assigned to them.

They will be held responsible both for the success of their operations and for the prudent and effective expenditure of the means allocated for these purposes.

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Subject to the above principles, the Deputy Director (Administration) is charged with and is responsible to the undersigned for all administrative support for the Agency. This responsibility extends on operational levels to include appropriate audits and administrative reviews of the handling of funds and materiel allocated to operating offices.

The Deputy Director (Administration) and the Assistant Deputy Director (Administration) will maintain close personal contact on a highly restricted basis with officers responsible for operations in order to insure adequate allocation of means consistent with the other requirements of the Agency, proper security, continuing support, and the appropriate audits and administrative reviews.

WALTER B. SMITH
Director of Central Intelligence

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